

# Las Vegas Paiute Tribe

## Job Description

**Position Title:** Indian Child Welfare/Family Counselor

**Class Code:** Exempt

**Modified:** 03/07/2006

**Salary Range:** \$ 36,004.80 - \$ 43,500

**Additional Benefits:**

\*Medical, dental, vision and life insurance premiums paid by LVPT (\$3,400-\$11,250)

\*Fourteen (14) paid holidays, including birthday (\$900 -- \$2,000)

\*401(k) Program (Tribe matches employee 50%)

\*CEU/Social Worker License Payment Program

\*Tuition Reimbursement Program (Up to \$1,500/semester)

\*I.H.S. Student Loan Repayment Program (Up to \$20,000/yr for a two-yr obligation)

***Position Summary:*** Provides child welfare counseling services to Indian families living on or near the Las Vegas Paiute Colony and/or Snow Mountain Reservation. Protects children's rights, promotes family unity and develops and prepares intervention programs for families judged to be at high risk, and performs other related duties as required. This position is funded under Public Law 93-638.

***Essential Duties and Responsibilities*** include the following, other duties related to the position may be assigned.

- Provides on-site and in-home professional, confidential family counseling services to families that have been judged to be high risk.
- Assists in resolving family conflicts within the home. Enforces Indian Child Welfare Act cases in State and Local court and makes case plans based on assessments. Reviews cases and assessments with Social Services Case Worker and Director of Health and Human Services.
- Counsels parents and other family members in parenting skills.
- Trains adults and youths in homemaking, understanding, appreciating and resolving family conflicts, family wellness and other issues dealing directly with the home and family unit.
- Educates other appropriate tribal, and non-tribal staff who have contact with children and families in conflict with regard to the current Indian Child Welfare Act laws, and regulations and plan training seminars and workshops for staff.
- Offers support services for Indian families and/or individuals involved in social services, child custody proceeding and advises the families of available resources, and perform other related duties as required.
- Prepares quarterly and annual reports of all ICWA program activities.
- Maintains and records services and activities rendered.
- Documents services needed by clients but not available in the Tribal communities, and performs other related duties as required.

***Work conditions***

While performing the duties of this job, the employee occasionally works in outside weather conditions.

***Minimum Qualifications***

Must be a Licensed Social Worker in the State of Nevada. Equivalent to the graduation from an accredited college or university with a Master's Degree in Social Work or directly related field of study and their ability to provide proper documentation. In lieu of the degree, eight (8) continuous years of responsible paid experience in Social Work directly dealing in Child Welfare casework.

***Skills and Abilities***

Knowledge of general office practices and procedures. Knowledge of clerical, typing and computer word processing practices and procedures. Ability to effectively operate modern office equipment associated with the position. Ability to maintain an effective courteous and cooperative working relationship with Indian families.

***Physical***

- Frequent standing/walking short distances in office areas while distributing messages, copying filing, etc.
- Frequent to constant sitting at desk or computer while typing, completing paperwork.
- Occasional lifting/carrying, paperwork, files, office supplies, up to 20 lbs.
- Occasional push/pull exerting up to 5-10 lbs. force, opening doors, file drawers, pushing files in drawers to make room.
- Occasional kneeling/crouching to reach lower file drawers, while stretching to store or retrieve materials.
- Constant use of both hands/arms in reaching, handling/grasping/fingering while entering data into computer, operating calculator, typing, filing, answering phones, etc.
- Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- Constant use of speech/hearing in communicating with coworkers, supervisors, and answering phones.

***Mental***

Constant mental alertness, attention to detail, and high degree of accuracy required in completing all assignments. Must be able to follow oral and written instructions and follow-through on all assignments.

***Licenses, Registration / Certificates***

Possess a valid Nevada driver's license.

***Location:***

1257 Paiute Circle  
Las Vegas, NV 89106  
702-382-0784  
702-384-5272 (FAX)